

Personnel File Checklist for Non Medicaid Clinical and Non-Clinical (6/17/2015)

Staff:

Date of Hire:

BCI Expiration:

DOPL Expiration:

Within the first week- 2 hours of training (All Staff)

1. Orientation to requirements of Division Contract
2. DHS Provider Code of Conduct:
3. Emergency Management & Business Continuity, including Emergency Response and Evacuation Procedures:
4. Abuse and Harassment training:
 - a. Zero-tolerance policy for abuse harass.;
 - b. How to comply w/ Contractor's P&P;
 - c. A Client's right to be free from abuse and harass;
 - d. The right to be free from retaliation;
 - e. How to detect and respond to signs of abuse;
 - f. How to avoid inappro. relationships w/ clients;
 - g. Comply w/ laws related to mandatory reporting;
 - h. Laws regarding unlawful sexual activity w/ a minor;

Health Appt., Med. Management. & Document:

11. Suicide Prevention:

12. Emergency/Crisis Incidents: As described in this Contr:

13. Emergency/Safety Intervention: (same as above)

Within the first 60 days- 32 hours (Non-Clinical Staff)

1. Basic/Child Adolescent Development & Behavior:
2. Child Abuse, Neglect, & Unstable Family Dynamics affect Child Development:
3. Trauma informed care, separation, grief, loss
 - a. how trauma may impact both behavioral & mental health;
 - a. how to assist the Client in handling feelings of sadness, loss;
 - c. the benefits of including the Client's family in care;
 - d. the negative impact of multiple placements; and
 - e. the importance of effective transition plans.
4. Cultural Sensitivity:
5. Practice Guidelines for LGBTQ youth
6. Behavior Management:
7. Discipline methods (aggression mgmt.):
8. Require. for Medical, Dental, & Mental
9. First-Aid & CPR Certification:
10. DHS/DJJS Incident Report Writing Policy:

Additional Training for Specialized Populations.

15. Sexual Abuse/Sexual Offenders

- a. Behavioral characteristics of sexual abuse victims and clients w/ sexual behaviors,
- b. Family dynamics,
- c. Supervision needs of clients w/ sexual behaviors.
 - b. Use and effects of psychopharmacology

17. Mental Health Diagnoses of FASD, TBI, ASD

- a. The need for individualized tx planning,
- b. The organic nature of these diagnoses,
- c. Behaviors that are specific to these pops,
- d. Programming shall be focused on structure and repetition to replace insight-based interventions.

16. Substance Dependent/Substance Abuse

Address substance dependency and abuse

18. Mental Health Diagnoses

- a. How to understand and interact,
- c. Appro. interaction w/ clients

19. Behavioral Disorders

- a. Applied Behavioral Analysis in how to carry out interventions

Within the First 12 months- 12 hours of training based on the Contractor's program

1. Practice Model Provider Training provided by DCFS

Total of 12 hours:

Existing Non-Clinical Direct Care & Proctor Parents

The Contractor shall ensure that all staff and proctor parents hired prior to this Contract shall complete, or have completed, the above trainings, no later than 60 days after the effective date of this Contract.

Annual Training - 20 hours of training (Non-Clinical)

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| 1. Review of Require. of Division Contract: | 5. Medication Management Procedures: |
| 2. Review Use of Confidential Info: | 6. CPR and First-Aid Certification: |
| 3. DHS Provider Code of Conduct: | 7. Emergency/Crisis Incidents, emergency safety |
| 4. Emergency Management & Business Cont.,
including Emergency Response & Evac. Resp. | intervention, DHS/DJJS Incident Report Guide: |
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Assessments for all training

Develop and implement a method to assess and measure the proctor parents and staff's understanding of the information and materials presented in each training session. The following are examples: Testing and scoring, and written summary of training content.

Training shall be documented

1. Title & Brief Description of Course Content
2. Date Training Completed
3. Duration of Training Course
4. Instructor Name & Qualifications Related to Course
5. Employee Signature (Handwritten or Electronic)
6. Documentation of each employee's competency training
Contractor provide copy to CM w/in 3 days of mo.

Tracker Requirements & Documentation

- 21 yrs of age, 3 references, DL, Auto Insurance
- Dates of service & activities
 - Duration of service and activities
 - Detailed description of specific services and activities
(conversations, goals discussed, upcoming activities)
 - Name of individual who provided service

NOTES: